

MINUTES

Leesburg Executive Airport

June 17, 2003

Discussion Notes: The June meeting of the Leesburg Airport Commission was held in the terminal building of the airport, 1001 Sycolin Road SE, Leesburg, Virginia.

Commissioners Present: Mr. Steve Axeman, Chairman; Mr. Sidney Lissner, Vice Chairman, Mr. Stanley Caulkins, Mr. David Burton, Mr. Bill Whyte, Mr. Roy Steinfert and Mr. Robert Zoldos, Councilmember

Commissioners Absent: Mr. Robert Jones

Staff Present: Mr. Douglas McNeeley, Director, Ms. Jackie Seipel, Administrative Associate and Mr. Terry Brant, Airport Maintenance Technician

Guest Present: Mr. David Rose, Davenport Associates and Leesburg Police Chief Joseph Price and Mr. Robert Berky, Town of Leesburg

Call to Order: The June 17, 2003 Airport Commission Meeting was called to order at 7:30 p.m.

Approval of Minutes: The April 10, 2003 minutes were approved unanimously.

Chairman's Opening Remarks: Wished the director well in the future and thanked him for his service to Leesburg Executive Airport. The chairman also announced the elections of chairman and vice-chairman post will take place at the July commission meeting.

Commission Remarks:

Mr. Caulkins stated his disappointment with emails that he has recently received. Mr. Caulkins also reminded the commission that they serve at the pleasure of the town council.

Mr. Zoldos thanked the director for his two years of service with the Leesburg Airport.

Presentations:

Mr. David Rose with Davenport & Co. gave a presentation on hangar development analysis for Leesburg Airport.

Leesburg Police Chief, Joseph Price gave a Power Point presentation on Airport Security.

Petitioners:

- Mr. Skip Madden, Reston Virginia, thanked the Leesburg Airport staff for all the work they do.
- Mr. Dennis Boykin, Leesburg Virginia, thanked the chief of police and town staff for a great security presentation.

Committee Reports:**Operations/ Roy Steinfort**

Mr. Steinfort stated his concern for the town managers quote in the Leesburg Today, not allowing commission members input on the director selection process. Mr. Steinfort informed the commission and staff that the electrical power was still not on in the remaining row of south hangars.

Finance/ Sidney Lissner, David Burton and Robert Jones/ none

Rules, Regulations & Minimum Standards/ Bill Whyte

Mr. Whyte requested input from the commission. Mr. Caulkins recommended a special meeting to discuss the Rules , Regulations & Minimum Standards,

Councilmatic/ Robert Zoldos

Mr. Zoldos will discuss input into the director interview process with the town manager.

Economic Development/ Stanley Caulkins/ none

Airport Director Report:

North Hangars - A meeting was held June 16, 2003 with the capital projects manager and representatives of Campbell & Paris Engineers to discuss the status of punch list items. Everyone agreed progress has been much too slow to date by the general contractor Tyree. A recommendation was made to the Capital Projects Manager to have another contractor finish the work funded by the \$95,000 retained from the contractor's payments.

North Apron - The delay in the removal of utilities for this job was the subject of mediation on June 13, 2003. The matter remains unresolved at this point.

Terminal Building - Foundation work is approximately 70 percent completed. Weather has been hampering progress on this project. Steel work is due to start in early-to-mid July.

Corporate Hangar RFP - For the last two budget cycles there has been an unofficial moratorium on the funding of capital projects through the issuance of bonds, and plans for the development of new corporate hangars have proceeded on the assumption they would be built by private developers. However, the Town Manager has tasked Davenport & Company with determining under current circumstances whether or not the Town should undertake such a project with public funds. The Davenport analysis indicates that it would be most advantageous for the Town to fund the project.

South Hangars - The capital projects manager has determined the South T-hangar damaged by the 24-inch February snow storm should be demolished. Three bids for demolition of the hangar all came in above the engineering estimate for the project. As a result, the project has been re-bid. When NOVEC came to the airport to cut power to the damaged hangar, they inadvertently cut power to both South T-hangars due to wiring and a power meter that were installed without the knowledge of airport management. Restoring the power requires the services of an electrical contractor, and work is scheduled to begin June 18, 2003. Power should be restored shortly.

Lease Violations - It has come to the attention of airport management that six tenants are in violation of lease provisions such as subleasing and multiple aircraft in one hangar. The matter has been referred to the Town Attorney for his review.

Old Business:

- Corporate Hangar Franchise Agreement – Deferred to July meeting.
- South End Hangar Franchise Agreement – Deferred to July meeting.

New Business:

- Experimental/Homebuilt aircraft set-up area - The north apron area has been designate by airport staff to be the safest area to use at this time.
- Airport Security – Deferred to July meeting.
- Carl Froehlich FAA approved maintenance in town hangar – Deferred to Interim Director.

Adjournment:

Mr. Lissner moved to adjourn at 9:10 p.m. Mr. Steinfort seconded the motion. All were in favor and motion carried

